

**DIVISION CIRCULAR #22  
(N/A)**

**DEPARTMENT OF HUMAN SERVICES  
DIVISION OF DEVELOPMENTAL DISABILITIES**

**EFFECTIVE DATE:** April 27, 1998

**DATE ISSUED:** April 27, 1998

(Rescinds Division Circular #22, "Referrals for Placement from Developmental Centers to Community Based Alternate Living Arrangements," issued August 10, 1992.)

- I. **TITLE:** Referrals for Placement from Developmental Centers to Community Placements.
- II. **PURPOSE:** To establish policies and procedures for the appropriate placement of persons from developmental centers into community placements.
- III. **SCOPE:** This circular applies to all components of the Division as well as providers under contract with or regulated by the Division. When a developmental center is identified for closure, the procedure identified in the Transition Plan for closing the developmental center shall apply.
- IV. **POLICIES:**
  - Planning for the transfer of a person to a less restrictive living arrangement evolves through the Individual Habilitation Plan (IHP).
  - A person receiving services shall be placed in the least restrictive environment available which specifically meets his/her needs.

- Transfer is effected in concert with the person and/or the legal guardian. Disagreements with the decision to transfer may be appealed in accordance with Division Circular #37.

**V. GENERAL STANDARDS:**

- A. **Definitions** - For the purpose of this circular, the following meanings shall be applied to the terms used:

“Community placements” means residences for the developmentally disabled that include but are not limited to group homes, supervised apartments, community care residences, supportive living programs as well as community Intermediate Care Facilities for the Mentally Retarded (ICF/MR). This may also include independent living arrangements as well as nursing and boarding homes not licensed by the Division.

“Individual Habilitation Plan” (IHP) - Refer to Division Circular #35.

“Interdisciplinary Team” (IDT) - Refer to Division Circular #35.

“Liaison Worker” means a placement worker who serves as the link between the developmental center and a regional office for the identification and subsequent transfer of persons from the developmental center to community services.

“Person centered plan” means a holistic style of planning designed to maximize consumer choice by focusing on the individual’s capacity, skills, preferences, needs and the future he or she desires. The plan shall be incorporated into the individual’s IHP.

- B. Plans targeted toward placing a person in a community placement are developed through the combined efforts of the developmental center and community services staff together with the service provider, person, parent and/or guardian.
- C. The assigned liaison worker shall inform staff of each developmental center regarding the availability of community vacancies and specific provider criteria for admission.
- D. Division staff shall be aware of the rights of the person or his/her guardian to accept transfer. If the individual is incompetent, but can express a clear preference for where he or she wishes to live, that individual shall be the decision maker. If the individual is incompetent and cannot express a clear preference, his or her legal guardian shall be the decision maker.

## **VI. PROCEDURES:**

- A. When the IDT identifies a person as a candidate for community placement, the IDT shall identify the supports needed for a community placement. The Director of Social Work shall keep a list of candidates for community placement. The liaison worker shall contact the Director of Social Work when a potential vacancy is identified.
  - 1. Staff of the developmental center shall inform, in writing, the person, parent and/or legal guardian of the referral.
    - a. The referrals shall provide a summary of the person's placement needs and background information.
    - b. The liaison worker may request additional information as necessary.
- B. For those persons identified for community placement, the liaison worker shall complete the Community Services Adaptive Behavior Summary (ABS) with input from the staff of the developmental center.
- C. The preferences of the person centered plan, shall be utilized by regional staff to identify potential providers and programs. If a person centered plan is not already part of the individual's IHP, the IDT should develop one.
- D. After reviewing the available information, the liaison worker shall notify the developmental center, in writing, within 90 calendar days if community resources are currently not available or that the person does not appear appropriate for placement.

- E. If a community placement is available, staff of the developmental center shall compile and forward a referral package to the liaison worker. The referral package shall include the following, as applicable:
1. Admission data (developmental center);
  2. Adaptive Behavior Summary;
  3. Behavior information, including current behavior plan and history of previous attempts to modify the behavior;
  4. Social history;
  5. Summary of the physical examination within the last 12 months, in accordance with Division Circular #10, including Mantoux testing, Hepatitis B status and lead levels;
  6. Medical history including medication and immunization;
  7. Documentation of known allergies;
  8. Seizure records and/or neurological examination;
  9. Dental Information;
  10. Current IHP, including the current person centered plan;
  11. The most recent psychological and psychiatric evaluations;
  12. Current audiological evaluation;
  13. History of hospitalization;
  14. Vision testing;
  15. Guardianship status;
- F. The liaison worker shall provide referral package in E. to the potential provider(s).
- G. While a person is being considered by a provider for admission, the provider, through the liaison worker, shall:
1. Have access to the person's client record;
  2. Have the opportunity to meet with the person, privately (if the person agrees);
  3. Have the opportunity to interview direct care and program staff concerning the person's needs and abilities;
  4. Have the opportunity to meet or speak with the person's family or guardian if the family or guardian agrees; and
  5. Offer a day and/or overnight stay at the placement for the person;
  6. Offer the family an opportunity to visit the placement;

7. Offer the person and/or family the opportunity to visit the day program.
- H. The liaison worker and the social worker from the developmental center shall review available options for placement with the individual and his or her guardian.
- I. The individual and his or her legal guardian shall make a selection.
- J. If a pre-placement visit is scheduled, the developmental center social worker shall forward a permission for emergency treatment form to be signed by the guardian. A copy of the release for medical treatment form located in the client record may be utilized in the absence of a permission for emergency treatment form signed by the guardian.
- K. A transfer IHP shall be developed at least 30 days prior to a move.
1. In a developmental center, staff of the center shall be responsible to develop the IHP. Appropriate staff from the regional office and the provider agency shall be invited to attend. Individuals to consider inviting include the liaison, the case manager or case manager supervisor, day program staff, Division of Vocational Rehabilitation Staff and/or the supported employment agent.
  2. The IHP shall address any conditions required for successful transition. The plan shall specifically address:
    - a. What goals must be met for transfer to be successful.
    - b. What services, supervision and living arrangements are needed.
- L. A transfer date shall be established. Written confirmation from the regional office shall be sent to the individual, legal guardian, provider agency(s) and the developmental center.
- M. If the person's day program is not provided by the same agency that provides residential services, staff of the day program shall receive the same information as the staff of the residential program. This information shall be provided by the regional liaison worker.

- N Within, 90 days but no less than 30 days prior to the date of placement, the developmental center shall ensure that:
1. An application has been forwarded for Supplemental Security Income (SSI) to the appropriate Social Security District Office (SSDO).
  2. A “contagion free medical certificate” is obtained.
- O. On the day of transfer, the following shall be provided by the developmental center to the regional office:
1. The entire client record;
  2. The person’s financial information sheet, a copy of the application letter to the SSDO local office to which the application for SSI/SSA benefits was made;
  3. A written summary which provides the most current information concerning the person;
  4. A medical summary in accordance with Division Circular #10.
  5. An inventory, along with the person’s clothing and other personal belongings;
  6. A minimum of one month’s personal needs allowance should be provided.
  7. A 30 day supply of medication(s), if applicable, in an appropriately labeled container(s). Two original prescriptions stamped “duplicate” shall be provided. (These will be used for administrative purposes in the residential and day programs.)
  8. A copy of the “release for medical treatment” form signed by the legal guardian.
  9. The current Medicaid card.
  10. The names of developmental center staff who can serve as a resource to the individual and the provider agency at difficult times during the transition.
- P. The items listed in O.3 to 10 shall be given to the provider by the regional office.

- Q. The provider shall be informed of the assigned case manager no later than the date of transfer.
- R. Disagreements with proposed transfers may be appealed in accordance with Division Circular #37 (N.J.A.C. 10:48).

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Director